

**TOWN OF ADDISON
VOLUNTEER JOB DESCRIPTION**

JOB TITLE/ASSINGMENT: Front Desk Attendant

DEPARTMENT: Recreation

JOB DUTIES:

Greet members, check in contractors, keep front desk clean and organized, answer questions, and membership registration and renewals.

MINIMUM QUALIFICATIONS

Education – High school diploma.

Experience – No experience required.

Time Commitment – M-W-F from 8 am-1 pm and Tu-Thurs between 8-11 am.